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**Instruction for Public Comment:**

Raise your hand digitally to be put in queue during a public comment time. When recognized by the commission or board, **please wait to be un-muted, state your name for the record, and direct all comments or questions to the presiding officer.**

**\*\*When you raise your hand digitally it will appear on the Meeting Host’s Participants list.**



**Instruction for joining a meeting virtually:**



1. Open a browser such as google chrome
2. Type in zoom.us in the address bar. Make sure you have
3. In the upper right window click [JOIN A MEETING](#)
4. Enter the meeting ID /Password as indicated on the Village’s website or notice. This can be found at the top of the Agenda.
5. A window will pop up, click “Open Zoom” Make sure you have downloaded the latest version.
6. Select your audio and video preferences – your microphone will be muted unless you are being called on for public comment.

Mobile Device  
*Smartphone,  
iPad, or Tablet*



1. Visit the app store on your mobile device
2. Search for the app called, “ZOOM Cloud Meetings”

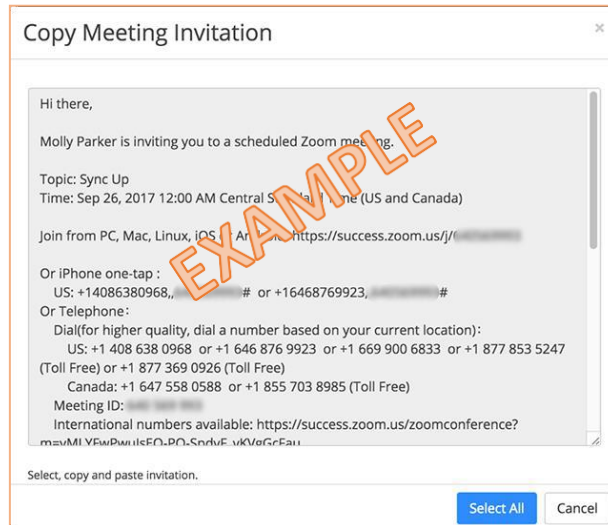


3. Open the app
4. Click Join a meeting
5. Enter the meeting ID/Password as indicated on the Village’s website or notice. This can be found at the top of the Agenda.
6. Select your audio and video preferences, your microphone will be muted unless you are being called on for public comment.

## Dial-in



1. Have your phone ready
2. Dial the desired number as provided from the Village's website or notice
3. Follow the prompts and use the correct meeting ID



- To digitally raise your hand to be put into queue for public comment dial \*9
- To toggle the mute/unmute function dial \*6

### **Those with Hearing or Speech-Impairments Can Participate in the Meeting**

Users that are hearing persons and deaf, hard of hearing or speech-impaired persons can communicate by telephone by **dialing 7-1-1**.

- Individuals who call will be paired with a Communications Assistant
- Make sure to give the Communications Assistant the proper teleconference phone number and meeting ID

For more information, visit: <https://tinyurl.com/swq3zyz>

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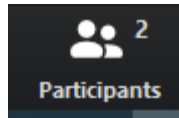
**\*\*When you raise your hand digitally it will appear on the Meeting Host's Participants list.**



## PC



1. Mouse down to the bottom menu of your Zoom screen and click on participants.

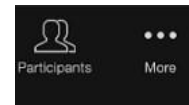


2. Click on the **Raise Hand** button
3. The Zoom Operator will see your hand raised and will call on you at the appropriate time.

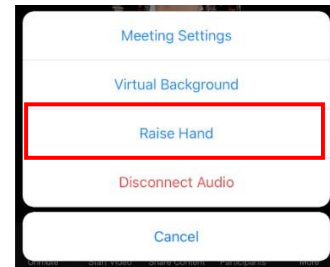
## Smart Phone iPad or Tablet



1. Tap the on the lower right corner of the screen on your device, click on more...



2. Click on "Raise Hand" when the menu pops up.
3. The Zoom Operator will see your hand raised and will call on you at the appropriate time. Allow time for your microphone to be unmuted.



## Dial-in



1. Once dialed into the meeting dial **\*9 to raise your hand.**
2. The Zoom Operator will see your hand raised and will call on you by the last 4 digits of your phone # at the appropriate time. Allow time for your microphone to be unmuted.

### Troubleshooting Tips

For tips on how to troubleshoot via Zoom, follow this link: <https://support.zoom.us/hc/en-us>

### Friendly Reminders

1. Be sure to test your internet connection, video, and microphone in advance. Be sure to download all updates.
2. Dial-in from a quiet space or use headphones if around others
3. Mute your computer microphone or cellphone when you are not speaking

## **Remember the Human Element**

- The “Zoom Meetings” conference tool is being used to hold meetings as traditionally and regularly as possible in light of the COVID-19 pandemic and Governor Whitmer’s Executive Order 2020-48
- Speak professionally and respectfully to one another as you would in any other communication setting
- Announce who you are prior to speaking
- Overall, be aware of your behavior; people can see and hear what you are doing at all times